

# **Camp Coordination and Camp Management (CCCM) Cluster Timor-Leste Terms of Reference**

## **I. Background**

1.1 The Government of Timor-Leste (GoTL), in partnership with the Humanitarian Coordinator/Resident Coordinator (HC/RC) in Timor-Leste, is responsible for leading and ensuring the adequacy, coherence and effectiveness of the overall humanitarian response. The aim of the Cluster Approach is to ensure a coherent and effective response through the mobilisation of Government agencies; international organisations; United Nations Agencies, Programmes and Funds; and nongovernmental organisations (NGO) to respond in a strategic manner across all key Clusters or areas of activity.

1.2 The Government of Timor-Leste, in line with its obligations and responsibilities as a sovereign body, is responsible for providing protection and humanitarian assistance to internally displaced persons and refugees within its territory.<sup>1</sup> International or non-governmental organisations participating in the Camp Coordination and Camp Management (CCCM) Cluster have the responsibility to support the Government in its humanitarian response. The humanitarian response generally and CCCM activities specifically shall at all times be consistent with the requirements of international law, especially international human rights law, international humanitarian law and refugee law and humanitarian principles.

1.3 The activation of the emergency role of the Cluster shall occur at the request of the HC/RC in response to an emergency, in consultation with the membership of the IASC-TL and, whenever possible, in response to a request from the Government of Timor-Leste.

1.4 The de-activation of the emergency role of the Cluster shall occur with the approval of the HC/RC, in consultation with the membership of the IASC-TL, and, whenever possible, the Government of Timor-Leste. The Cluster may itself recommend de-activation upon completion of the objectives outlined in the Cluster's strategic response plan or framework, developed at the outset of the Cluster emergency response.

## **II. Objective**

2.1 The primary purposes of the CCCM Cluster in Timor-Leste are to ensure:

- 2.1.1 Systematic participation of the displaced communities in all aspects of camp life, including decision-making processes;
- 2.1.2 Access and delivery of humanitarian services to camps;
- 2.1.3 Effective coordination of humanitarian services and actors in a camp;
- 2.1.4 Collection and dissemination of systematic information on camp residents, humanitarian services and gaps in service provision in a camp;
- 2.1.5 Application of common international and other standards across camps; and

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<sup>1</sup> As stated in the NRC/CMP Camp Management Toolkit 2008.

2.1.6 Whenever possible, synergy with the Government response to camp or camp-like situations.

### **III. Responsibilities**

3.1 Each Cluster member will undertake its work in line with relevant international standards and the standards agreed upon by the Cluster in case of emergency, with a focus on durable solutions for displaced persons and remaining mindful of the fact that the national authorities bear primary responsibility for humanitarian assistance and protection of its residents.

3.2 In all scenarios where sufficient resources are available, the Cluster will focus on the following:

3.2.1 Preparing contingency plans for the most likely emergency scenarios that may affect Timor-Leste in relation to the Cluster;

3.2.2 Improving emergency response preparedness through the identification of the comparative advantages of national and international actors, potential synergy amongst actors and unnecessary duplication of effort;

3.2.3 Improving and streamlining the organisational framework involving international and national actors;

3.2.4 Updating and incorporating into one overall assessment, the various assessments completed in the recent past regarding camp coordination and camp management;

3.2.5 Whenever possible, establishing a strategy, action plan and support plan to improve the capacity of the Government in the sector; and

3.2.6 Sharing information with and between the Cluster Lead or co-Leads and other members of the Cluster, as well as participate in needs and other assessments and contingency planning.

3.3 In emergency scenarios, the Cluster will focus on the following:

3.3.1 Improving living conditions to a level commensurate with international standards and provide assistance and protection to displaced persons in camps;

3.3.2 Identifying and advocating for durable solutions;

3.3.3 Establishing effective common policy frameworks (policies, guidelines and standards) to guide humanitarian actors and lead to better delivery of protection and assistance services in a camp;

3.3.4 Establishing common standards and consistent application thereof in all camps;

3.3.5 Securing humanitarian space, including the unhindered access and delivery of humanitarian services to camps;

3.3.6 Securing camp coordination and camp management as a key sector that is resourced with adequate staff and funding;

3.3.7 In coordination with relevant Clusters, planning for the closure and decommissioning of camps upon the voluntary return of IDPs through the promotion of durable solutions; and

3.3.8 Coordinating with relevant Clusters, to mainstream cross-cutting issues, including protection, environment, HIV/AIDS, age, gender and diversity.

## **IV. Members**

4.1 Government Lead and International Lead – The Ministry of Social Solidarity and the International Organization for Migration (IOM) shall serve as the Government and International Lead agencies, respectively.

4.2 Co-Chairing arrangements – Whenever possible, the meetings will be co-Chaired by designated representatives of the Government of Timor-Leste and the international organisation(s) performing the role of CCCM Cluster Lead or co-Leads. Co-Chairs shall be responsible for facilitating meetings. Co-Chairs and Cluster Lead or co-Leads shall be responsible for representing the Cluster membership at the Inter-cluster Co-ordination Group (ICCG) and, upon request, at the Inter-agency Standing Committee in Timor-Leste (IASC-TL).

4.3 Membership – Membership in the Cluster is open to any organisation or entity with an interest in the subject matter of the Cluster and expressing willingness and demonstrating a commitment to carry out their accepted responsibilities within the Cluster. Membership will be as inclusive as possible, on a voluntary and self-nominated basis, and will be comprised, among others, of the following:

- 4.3.1 Government bodies or agencies;
- 4.3.2 National and international NGOs and agencies, including relevant donors;
- 4.3.3 Relevant UN and related agencies; and
- 4.3.4 The Red Cross and Red Crescent Movement, including the International Committee of the Red Cross (ICRC) (as an observer), the national Red Cross Society and International Federation of Red Cross Societies (IFRC).

## **V. Cluster Lead**

5.1 Chair – The Cluster Lead or co-Leads shall serve as Chair or co-Chairs of all Cluster business. Whenever possible, the Cluster shall seek the participation of the most relevant Government entity as co-Chair.

5.2 Support to the Government – The Cluster Lead or co-Leads shall endeavour to support national authorities, including capacity building, and should establish an open dialogue with the Government, especially concerning issues of protection and durable solutions, so as to be in a position to discuss any problem that might arise during the work of the Cluster.

5.3 Coordination – The Cluster Lead or co-Leads shall, in consultation with the Cluster membership, delegate camp management responsibilities on the basis of capacity, local knowledge, experience or other appropriate criteria to Cluster organisations; ensure that relevant international standards are applied and maintained within and amongst camps; undertake gap and duplication analyses; and mobilise resources on behalf of the Cluster as necessary.

5.4 Establishment of Standards – If needed in an emergency, the Cluster Lead or co-Leads shall guide the development of a framework for action for Cluster members, including responsibilities and standards for work in camps or camp-like sites.

5.5 Provider of Last Resort – The Cluster Lead or co-Leads, in consultation with the membership of the Cluster, shall, within the constraints of their resources, fill the gaps in the work of the Cluster as identified in the gap and duplication analyses described in Section 5.3, above, or other means. In the event that a lack of resources prevents the Cluster Lead or co-Leads from assuming these responsibilities, they will advocate to the greatest extent possible for resources sufficient to meet this need.

5.6 Representation – The Cluster Lead or co-Leads shall represent the Cluster at the ICCG and other fora as necessary. The Cluster Lead or co-Leads shall also meet regularly with members of other Clusters to ensure coordination between activities and the inclusion of cross-cutting issues in CCCM activities.

5.7 Information Management, Assessments and Monitoring – The Cluster Lead or co-Leads are responsible for establishing information management systems to manage and facilitate the sharing of information at the camp and inter-camp levels between Cluster members and with the ICCG, the IASC-TL and other fora as appropriate. The Cluster Lead or co-Leads shall also initiate, lead and manage needs assessments, gap and duplication analyses and contingency planning, and compile information on the work of the Cluster members in order to identify gaps in and unnecessary duplication of service provision.

5.8 Training and Guidance – The Cluster Lead or co-Leads are responsible for providing training and guidance to all members of the Cluster, and sharing with them all relevant standards, guidelines, handbooks and other documentation relevant to the work of the Cluster.

5.9 Cluster Lead Responsibilities – The responsibilities of Cluster Lead or co-Leads include, but are not limited to, the responsibilities listed within these Terms of Reference. The Cluster may adopt separate Terms of Reference for the Cluster Lead or co-Leads.

## **VI. Secretariat**

6.1 The Cluster Lead or co-Leads shall serve as Cluster Secretariat. The Secretariat is responsible for taking and distributing the minutes of meetings. Minutes shall be available in both Tetun and English and distributed to all members of the Cluster as soon as possible but not longer than three working days prior to the next Cluster meeting. The Secretariat is also responsible for distributing a meeting agenda not longer than three working days prior to the next Cluster meeting and other documents and information relevant to the Cluster not less than once per calendar quarter. Whenever possible, the Cluster shall seek to include the participation of the most relevant Government entity as co-Secretariat.

## **VII. Frequency of meetings**

7.1 The Cluster shall meet on an as-needed basis, but not less than once per calendar quarter.

## **VIII. Relationship with ICCG and Reporting**

8.1 The Cluster is to report to the ICCG through periodic reports, which should be presented at least once per quarter in non-emergency situations. The Cluster Lead or co-Leads as well as the Government co-Chair shall participate in ICCG meetings. The frequency of the ICCG meetings will depend on the circumstances (emergency/non-emergency situation) but will occur at least once per month. Furthermore, participation of additional NGO representatives in the ICCG shall be based on active involvement in the humanitarian response and reviewed periodically as the situation changes.

## **IX. Amendments to the Terms of Reference**

9.1 These Terms of Reference shall be periodically reviewed, particularly if there is a change in the situation on the ground, with a view to their modification or amendment.